

**St. Charles Parish Library**  
Board of Control Meeting  
January 21, 2020  
6:00 p.m.

AGENDA

- I. Call to Order, Prayer, & Pledge
- II. Approval of Minutes – November 19, 2019
- III. Attendance Report
- IV. Public Comment (five [5] minutes)
- V. Librarian’s Report
- VI. Communications
- VII. Unfinished Business
  - A. Norco Branch Status
  - B. Hahnville Branch Library – Discussion of Possible Future Plans
- VIII. New Business
  - A. Election of Board Officers
  - B. Louisiana Compliance Questionnaire (Resolution 20-1)  
(**Summary:** Res. 20-1 certifies that the library is in compliance with the relevant section of the “Louisiana Compliance Questionnaire.”)
  - C. Resolution to amend the 2019 Budget
  - D. Millage Renewal
- IX. Public Comment (three [3] minutes)
- X. Adjournment

Persons wishing to speak before the board must notify the board secretary (Library Director) at [LibraryBoard.Secretary@myscpl.org](mailto:LibraryBoard.Secretary@myscpl.org), or 985-764-9643 at least two days before the meeting to notify the board they will be speaking at the board meeting. All speakers are limited to a maximum presentation of five (5) minutes for requested Public Comment, Agenda Item IV. Public Comment at the end of the meeting is limited to three (3) minutes per speaker. Groups wishing to present to the board are asked to designate one person to make the presentation. Please contact the board secretary for additional information.

**St. Charles Parish Library  
Board of Control**

**Resolution Number 20-1**

**Resolution** to certify compliance with  
“Louisiana Compliance Questionnaire”

**Whereas** the Louisiana State Legislative Auditor requires local governmental units to certify that they are in compliance with certain rules and regulations as listed in “Louisiana Compliance Questionnaire”;

**Now, therefore, be it resolved** by the St. Charles Parish Library Board of Control in its regular meeting of January 21, 2020 that we have complied with the regulations of the Louisiana State Library for the period beginning January 1, 2019 and ending December 31, 2019.

Approved:

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Celeste Uzee, President  
St. Charles Parish Library Board of Control

Attest:

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Leann Benedict, Secretary  
St. Charles Parish Library Board of Control

**St. Charles Parish Library  
Board of Control**

**Resolution Number 20-2**

**Resolution to amend the 2019 Budget**

**Whereas** the funds in expense lines 41580000 (Post Employees Health Care), 42750000 (Library – Janitorial Contract), 42810000 (Merchant Services), 43100000 (Office Supplies), 46510000 (Educational, Cultural, and Recreational), 46930000 (Other Fees), and 46960000 (Library-Other) are insufficient to cover unanticipated costs; and

**Whereas** sufficient additional funds are available in lines 41300000 (Salaries – Other), 42800000 (Professional Services), 43060000 (Library-Technology Supplies), and 46700000 (Major Repairs) of the 2019 the budget;

**Now, therefore, be it resolved** by the St. Charles Parish Library Board of Control at the regular meeting of January 21, 2020, that the Library’s 2019 budget be amended by moving:

- \$5,000 to line 41580000 (Post Employees Health Care) from 41300000 (Salaries – Other)
- \$9000 to line 42750000 (Library – Janitorial Contract) from 41300000 (Salaries – Other)
- \$250 to line 42810000 (Merchant Services) from 42800000 (Professional Services)
- \$8000 to line 43100000 (Office Supplies) from 43060000 (Library – Technology Supplies)
- \$62,000 to line 46510000 (Educational, Cultural, Recreational) from 46700000 (Major Repairs)
- \$210 to line 46930000 (Other Fees) from 46700000 (Major Repairs)
- \$4,052 to line 46960000 (Library – Other) from 46700000 (Major Repairs)

Approved:

\_\_\_\_\_  
Celeste Uzee, President  
St. Charles Parish Library Board of Control

Attest:

\_\_\_\_\_  
Leann Benedict, Secretary  
St. Charles Parish Library Board of Control

**St Charles Parish Council - LIVE DATA**  
Statement of Revenues and Expenditures  
601 - Library Service District No. 1 M&O Fund  
From 1/1/2019 Through 12/31/2019

		YTD Budget - Revised	Current Year Actual	Current Period Budget Variance - Revised
<b>Revenue</b>				
NonApplicable	000000			
Ad Valorem	31100000	5,745,000.00	6,212,428.59	467,428.59
Hazard Mitigation Grant	33103100	0.00	24,046.88	24,046.88
FCC Universal Service Program	33108600	24,000.00	82,761.84	58,761.84
State Payments In Lieu Of Taxes	33400000	63,500.00	62,410.00	(1,090.00)
Charge For Photocopier	34105000	7,000.00	7,666.00	666.00
Miscellaneous Revenue	34109900	10,000.00	24,932.00	14,932.00
Fines (Books)	35201000	5,000.00	6,002.41	1,002.41
Interest Earnings	36100000	190,000.00	182,897.20	(7,102.80)
Rents - Lease	36400000	0.00	267.00	267.00
Gifts & Donations	37300000	0.00	39,189.63	39,189.63
Proceeds From The Sale Of Assets	38300000	0.00	1,400.13	1,400.13
Total NonApplicable		<u>6,044,500.00</u>	<u>6,644,001.68</u>	599,501.68
Total Revenue		<u>6,044,500.00</u>	<u>6,644,001.68</u>	599,501.68
<b>Expenditures</b>				
Libraries	450610			
Primary (Executive) Salaries	41100000	100,200.00	95,939.50	4,260.50
Professional Salaries	41150000	559,860.00	507,840.94	52,019.06
Regular Salaries & Wages	41200000	1,607,000.00	1,450,192.40	156,807.60
Salaries - Other	41300000	718,400.00	398,300.09	320,099.91
FICA	41510000	44,541.00	25,113.37	19,427.63
Retirement	41520000	260,712.00	234,946.31	25,765.69
Life/Health Insurance	41530000	480,000.00	409,410.56	70,589.44
Workmen's Compensation	41540000	32,000.00	26,538.69	5,461.31
Unemployment	41550000	1,866.00	245.05	1,620.95
Medicare	41560000	43,289.00	34,490.25	8,798.75
Disability	41570000	7,481.00	6,981.92	499.08
Post Employees Health Care	41580000	28,050.00	32,692.95	(4,642.95)
Dental	41600000	4,000.00	3,830.00	170.00
OPEB Contribution	41610000	79,347.00	71,652.36	7,694.64
Miscellaneous	41990000	1,600.00	1,604.05	(4.05)
Library - Dues	42140000	4,000.00	3,290.00	710.00
Library Advertising	42150000	10,000.00	1,530.00	8,470.00
Library-Periodicals	42160000	20,000.00	13,783.01	6,216.99
Library-Digital Books	42170000	105,500.00	68,878.66	36,621.34
Library - Printing	42210000	31,500.00	17,946.44	13,553.56
Library-Adult Pgm Speakers/Performers	42230001	6,500.00	1,675.00	4,825.00
Library-Child & Yg Ad Pgm Speakers/Performers	42230002	25,000.00	21,169.35	3,830.65
Electrical (Light And Power)	42310000	175,000.00	133,303.91	41,696.09
Natural Gas	42320000	2,000.00	1,507.98	492.02
Water	42330000	7,000.00	4,232.75	2,767.25
Postage And Box Rent	42410000	12,000.00	6,715.43	5,284.57
Telephone	42420000	91,000.00	89,571.71	1,428.29
Library - Electronic Services	42450000	73,000.00	49,225.74	23,774.26
Library - Building Rentals	42510000	10,500.00	8,540.00	1,960.00
Library - Equipment Rentals	42520000	40,000.00	29,359.65	10,640.35

**St Charles Parish Council - LIVE DATA**  
Statement of Revenues and Expenditures  
601 - Library Service District No. 1 M&O Fund  
From 1/1/2019 Through 12/31/2019

		YTD Budget - Revised	Current Year Actual	Current Period Budget Variance - Revised
Library - Mt. of Grounds	42610000	45,000.00	37,609.49	7,390.51
Library - Mt. of Buildings	42620000	80,000.00	53,118.22	26,881.78
Library - Mt. of Vehicles	42630000	10,000.00	1,410.08	8,589.92
Library - Mt. of Equipment	42640000	5,000.00	0.00	5,000.00
Library - Mt. of Plumbing & HVAC	42650000	85,000.00	24,421.55	60,578.45
Library - Mt. of Furniture/Office Eq.	42660000	1,000.00	0.00	1,000.00
Library - Electrical Contract	42720000	5,000.00	0.00	5,000.00
Library - Pest Control Contract	42740000	7,500.00	6,079.23	1,420.77
Library - Janitorial Contract	42750000	15,000.00	22,712.33	(7,712.33)
Library - Automation Systems Contract	42770000	116,000.00	83,119.54	32,880.46
Professional Services	42800000	100,000.00	23,117.01	76,882.99
Merchant Services	42810000	0.00	213.17	(213.17)
Insurance - Fire & Casualty Property	42910000	145,000.00	124,760.08	20,239.92
Insurance - Auto Coverage	42930000	20,000.00	17,643.00	2,357.00
Insurance - Employee Liability	42940000	3,500.00	3,317.00	183.00
Non Consumable Office Supplies	43050000	40,000.00	13,580.20	26,419.80
Library-Technology Supplies	43060000	80,000.00	66,960.14	13,039.86
Office Supplies	43100000	50,000.00	56,770.71	(6,770.71)
Educational, Recreational And Culture	43210000	0.00	136.05	(136.05)
Library-Adult Pgm Supplies	43210001	25,000.00	13,192.57	11,807.43
Library-Child & Yg Ad Pgm Supplies	43210002	41,000.00	30,167.36	10,832.64
Maintenance Of Buildings & Grounds	43260000	60,000.00	32,130.50	27,869.50
Vehicle Supplies(Gas, Oil, Antifreeze)	43270000	10,000.00	5,455.68	4,544.32
Miscellaneous	43290000	2,000.00	0.00	2,000.00
Travel	44100000	60,000.00	33,214.17	26,785.83
Official Fees	44400000	13,000.00	0.00	13,000.00
Educational-Cultural-Recreational	46510000	100,000.00	161,651.91	(61,651.91)
Buildings-Grounds-General Plant	46520000	80,000.00	19,600.00	60,400.00
Office Equipment	46560000	120,000.00	98,250.64	21,749.36
Major Repairs	46700000	125,000.00	0.00	125,000.00
Construction In Progress	46800000	580,000.00	263,447.41	316,552.59
Library - Architectual	46810000	26,000.00	19,021.48	6,978.52
LIBRARY - BOOKS (ALL FORMATS)	46900100	183,000.00	99,087.03	83,912.97
LIBRARY - AUDIO RECORDINGS	46900300	26,700.00	12,721.19	13,978.81
LIBRARY - VIDEO RECORDINGS	46900500	27,400.00	9,892.43	17,507.57
Other Fees	46930000	0.00	210.00	(210.00)
Library - Other	46960000	0.00	4,052.00	(4,052.00)
Miscellaneous	46990000	10,000.00	4,737.48	5,262.52
Cont. To Retirement Ded. From Tax Coll	47300000	210,000.00	205,989.13	4,010.87
Cost Of Ad Valorem Tax Collection	47310000	6,000.00	0.00	6,000.00
Transfer - Indirect Cost Allocation	48570000	172,000.00	0.00	172,000.00

**St Charles Parish Council - LIVE DATA**  
Statement of Revenues and Expenditures  
601 - Library Service District No. 1 M&O Fund  
From 1/1/2019 Through 12/31/2019

	YTD Budget - Revised	Current Year Actual	Current Period Budget Variance - Revised
Total Libraries	<u>7,266,446.00</u>	<u>5,298,296.85</u>	1,968,149.15
Total Expenditures	<u>7,266,446.00</u>	<u>5,298,296.85</u>	1,968,149.15
Net Revenue Over Expenditures	<u>(1,221,946.00)</u>	<u>1,345,704.83</u>	2,567,650.83

## St. Charles Parish Library - Revenues and Expenses 2010 - 2019

REVENUES RECEIVED IN	2019 (estimated)		2018		2017		2016		2015		2014		2013		2012		2011		2010
Millage Rate (from previous year)	4.35		4.35		4.45		4.45		4.45		4.45		4.45		4.50		4.79		4.79
110 - Ad Valorem	\$ 6,212,429	12.08%	\$ 5,542,985	0.88%	\$ 5,494,881	-2.24%	\$ 5,620,741	0.88%	\$ 5,571,573	4.13%	\$ 5,350,663	4.80%	\$ 5,105,669	3.97%	\$ 4,910,770	0.76%	\$ 4,873,500	-3.72%	\$ 5,061,978
340 - State Payment in Lieu of Taxes	\$ 62,410		\$ 62,886		\$ 64,593		\$ 63,023		\$ 65,008		\$ 66,456		\$ 65,961		\$ 67,018		\$ 66,165		\$ 66,435
E-Rate Reimbursements	\$ 82,762		\$ 54,763		\$ 64,661		\$ 56,755		\$ 42,064		\$ 55,670		\$ 77,807		\$ 104,924		\$ 84,126		\$ 26,946
Other Revenue	\$ 286,401		\$ 241,300		\$ 196,319		\$ 150,719		\$ 81,556		\$ 95,896		\$ 59,452		\$ 107,905		\$ 62,814		\$ 92,495
<b>TOTAL REVENUE</b>	<b>\$ 6,644,002</b>	<b>12.57%</b>	<b>\$ 5,901,935</b>	<b>1.40%</b>	<b>\$ 5,820,454</b>	<b>-1.20%</b>	<b>\$ 5,891,238</b>	<b>2.27%</b>	<b>\$ 5,760,201</b>	<b>3.44%</b>	<b>\$ 5,568,685</b>	<b>4.89%</b>	<b>\$ 5,308,889</b>	<b>2.28%</b>	<b>\$ 5,190,618</b>	<b>2.04%</b>	<b>\$ 5,086,606</b>	<b>-3.07%</b>	<b>\$ 5,247,855</b>

EXPENDITURES	2019		2018		2017		2016		2015		2014		2013		2012		2011		2010
<b>Total Personnel</b>	\$ 3,666,516	12.42%	\$ 3,261,507	-0.43%	\$ 3,275,680	4%	\$ 3,151,196	0.70%	\$ 3,129,379	0.36%	\$ 3,118,162	1.54%	\$ 3,070,950	5.94%	\$ 2,898,656	9.52%	\$ 2,646,731	10.85%	\$ 2,387,724
<b>Total Operating (includes intergov &amp; materials)</b>	\$ 1,615,681	4.14%	\$ 1,551,405	-3.70%	\$ 1,611,005	6%	\$ 1,526,123	-2.73%	\$ 1,568,985	2.08%	\$ 1,536,968	-17.02%	\$ 1,852,178	15.84%	\$ 1,598,847	-1.30%	\$ 1,619,985	-0.47%	\$ 1,627,599
<b>Total Capital</b>	\$ 636,903		\$ 899,107		\$ 307,453		\$ 1,983,848		\$ 466,451		\$ 135,015		\$ 209,698		\$ 458,971		\$ 728,409		\$ 2,331,734
<b>TOTAL EXPENDITURES (including capital)</b>	<b>\$ 5,919,100</b>		<b>\$ 5,712,019</b>		<b>\$ 5,194,138</b>		<b>\$ 6,661,167</b>		<b>\$ 5,164,815</b>		<b>\$ 4,790,145</b>		<b>\$ 5,132,827</b>		<b>\$ 4,956,474</b>		<b>\$ 4,995,125</b>		<b>\$ 6,347,057</b>
<b>Net Revenue Over Expenses (including capital)</b>	<b>\$ 724,901</b>		<b>\$ 189,915</b>		<b>\$ 626,316</b>		<b>\$ (769,929)</b>		<b>\$ 595,386</b>		<b>\$ 778,540</b>		<b>\$ 176,062</b>		<b>\$ 234,143</b>		<b>\$ 91,480</b>		<b>\$ (1,099,203)</b>
<b>TOTAL PERSONNEL &amp; OPERATING EXPENSES (excludes capital)</b>	<b>\$ 5,282,197</b>	<b>9.75%</b>	<b>\$ 4,812,912</b>	<b>-1.51%</b>	<b>\$ 4,886,685</b>	<b>4.48%</b>	<b>\$ 4,677,319</b>	<b>-0.45%</b>	<b>\$ 4,698,364</b>	<b>0.93%</b>	<b>\$ 4,655,130</b>	<b>-5.44%</b>	<b>\$ 4,923,128</b>	<b>9.46%</b>	<b>\$ 4,497,503</b>	<b>5.41%</b>	<b>\$ 4,266,716</b>	<b>6.26%</b>	<b>\$ 4,015,323</b>
<b>Net Revenue Over Expenses excluding capital</b>	<b>\$ 1,361,805</b>		<b>\$ 1,089,023</b>		<b>\$ 933,769</b>		<b>\$ 1,213,919</b>		<b>\$ 1,061,838</b>		<b>\$ 913,555</b>		<b>\$ 385,761</b>		<b>\$ 693,114</b>		<b>\$ 819,889</b>		<b>\$ 1,232,531</b>

Ending Fund Balance                      \$ 7,716,727                      \$ 6,385,193                      \$ 6,275,233                      \$ 5,648,917                      \$ 6,418,847                      \$ 5,823,461                      \$ 5,044,919                      \$ 4,868,858                      \$ 4,634,713                      \$ 4,543,234

# St. Charles Parish Library

## Revenue/Expenditure Projections (excluding Capital Projects) with projected 3.5% increase in personnel and 2% increase in operating, materials and supplies expenses each year

NOTE: Current Fund Balance as of Dec 31, 2019 is approximately \$7,716,727

Projected Expenses	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Personnel	\$ 4,200,000.00	\$ 4,347,000.00	\$ 4,499,145.00	\$ 4,656,615.08	\$ 4,819,596.60	\$ 4,988,282.48	\$ 5,162,872.37	\$ 5,343,572.90	\$ 5,530,597.96	\$ 5,724,168.88	\$ 5,924,514.79
Operating, Materials and Supplies	\$ 2,331,000.00	\$ 2,377,620.00	\$ 2,425,172.40	\$ 2,473,675.85	\$ 2,523,149.36	\$ 2,573,612.35	\$ 2,625,084.60	\$ 2,677,586.29	\$ 2,731,138.02	\$ 2,785,760.78	\$ 2,841,475.99
<b>Total</b>	<b>\$ 6,531,000</b>	<b>\$ 6,724,620</b>	<b>\$ 6,924,317</b>	<b>\$ 7,130,291</b>	<b>\$ 7,342,746</b>	<b>\$ 7,561,895</b>	<b>\$ 7,787,957</b>	<b>\$ 8,021,159</b>	<b>\$ 8,261,736</b>	<b>\$ 8,509,930</b>	<b>\$ 8,765,991</b>

### Revenue Projections (Estimated 2% increase in revenue per year)

4.53 Mills (Renewal)	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Projected Revenue	\$ 7,081,000	\$ 7,222,620.00	\$ 7,367,072.40	\$ 7,514,413.85	\$ 7,664,702.12	\$ 7,817,996.17	\$ 7,974,356.09	\$ 8,133,843.21	\$ 8,296,520.08	\$ 8,462,450.48	\$ 8,631,699.49
Projected Revenues Over Expenses	\$ 550,000	\$ 498,000	\$ 442,755	\$ 384,123	\$ 321,956	\$ 256,101	\$ 186,399	\$ 112,684	\$ 34,784	\$ (47,479)	\$ (134,291)
4.6 Mills (Increase)	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Projected Revenue	\$ 7,190,419	\$ 7,334,228	\$ 7,480,912	\$ 7,630,531	\$ 7,783,141	\$ 7,938,804	\$ 8,097,580	\$ 8,259,532	\$ 8,424,722	\$ 8,593,217	\$ 8,765,081
Projected Revenues Over Expenses	\$ 659,419	\$ 609,608	\$ 556,595	\$ 500,240	\$ 440,395	\$ 376,909	\$ 309,623	\$ 238,373	\$ 162,986	\$ 83,287	\$ (910)
4.7 Mills (Increase)	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Projected Revenue	\$ 7,346,733	\$ 7,493,668	\$ 7,643,541	\$ 7,796,412	\$ 7,952,340	\$ 8,111,387	\$ 8,273,614	\$ 8,439,087	\$ 8,607,869	\$ 8,780,026	\$ 8,955,626
Projected Revenues Over Expenses	\$ 815,733	\$ 769,048	\$ 719,224	\$ 666,121	\$ 609,594	\$ 549,492	\$ 485,658	\$ 417,928	\$ 346,133	\$ 270,096	\$ 189,636
4.8 Mills (Increase)	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Projected Revenue	\$ 7,503,046	\$ 7,653,107	\$ 7,806,169	\$ 7,962,293	\$ 8,121,539	\$ 8,283,969	\$ 8,449,649	\$ 8,618,642	\$ 8,791,015	\$ 8,966,835	\$ 9,146,172
Projected Revenues Over Expenses	\$ 972,046	\$ 928,487	\$ 881,852	\$ 832,002	\$ 778,793	\$ 722,075	\$ 661,692	\$ 597,483	\$ 529,279	\$ 456,905	\$ 380,181

#### Notes

- Projected expenses do not include any capital building projects. It does include materials purchases that fall under capital expenses (books and audiovisual materials) as well as intergovernmental expenses.
- 2020 projected revenue based on estimate from Finance at 4.53 mills used in 2020 budget. Increase estimated at 2% per year.
- Projected revenue only includes funds received through millage. Other revenue sources are not included in the projections.